

695
U5
921
Copy 2

LIBRARY OF CONGRESS

L. C. PRINTED CARDS

HOW TO ORDER
AND USE THEM

FOURTH EDITION

BY

CHARLES HARRIS HASTINGS
CHIEF OF CARD DIVISION

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY BRANCH, 1921

Copy 2



100
The Capitol Building
Washington, D.C.

U.S. LIBRARY OF CONGRESS

L. C. PRINTED CARDS
HOW TO ORDER
AND USE THEM

FOURTH EDITION

BY
CHARLES HARRIS HASTINGS
CHIEF OF CARD DIVISION

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY BRANCH, 1921

Copy 2

Z695

.U5P

1921

Copy 2

m. B. E. 14 Dec. 1911

CONTENTS

	Page.
Prefatory Note-----	5
1. Characteristics of the L. C. cards-----	7-8
2. How used for a dictionary catalog-----	8-12
3. How used for shelflists and systematic catalogs and bibliographies-----	13
4. Scope and fullness of the stock of cards-----	14-16
5. Subscriber's card-----	16-17
6. Repeating on each order slip the directions or specifications given on subscriber's card-----	18
7. Indicating number of cards wanted-----	18-20
8. Variations in edition-----	20
9. Other suggestions as to ordering-----	21
10. How to order by author and title-----	22-25
11. How to order by card number-----	25-27
12. Orders held; explanatory checks-----	28-29
13. Orders by series-----	30
14. Orders by subject-----	31
15. Subscription to proofsheets-----	32
16. Price of cards-----	33
17. Method of payment-----	34
18. Card distribution work of the Library of Con- gress-----	35
19. Publications of the Card Division-----	36

L. C. card 20-26011

PREFATORY NOTE

THIS pamphlet is designed to meet a demand for a simpler statement of methods of ordering and using the L. C. printed cards than that given in the Handbook. It is intended to furnish (1) the information which a library should have before beginning to order cards for use in cataloging, (2) the information needed by the specialist who desires to order cards as material for a card bibliography, (3) the information needed by students of library economy who wish to understand the essential features of the work. Specialists and students of library economy will ordinarily need no more information as to the details of the work than is given in this pamphlet. But those who are in charge of the work of ordering and adapting the cards, and others who desire to know the details, should read carefully and refer frequently to the fuller statements in the Handbook, specifically cited at the end of each section.

C. H. HASTINGS

Chief of Card Division

HERBERT PUTNAM

Librarian of Congress

WASHINGTON, D. C., *September, 1921.*

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18½ cm.

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit. i. Saintsbury, George Edward Bateman, 1845— tr. ii. Title.

Library of Congress

PR99.S4

11-19013

Characteristics of the L. C. Cards

§1. One form of card only is printed for a book, viz: the "main entry" card (SAMPLE 1, on opposite page). Author's real name is given in full, dates of birth and death being added when practicable. Title of book is usually given in full. The imprint is frequently shortened and simplified. Collation is full enough to describe accurately the physical makeup of the book. Contents and notes are frequently added. Notes are descriptive; evaluation is not attempted. The headings used at L. C. for secondary entries are indicated on most of the cards in stock for books which require secondary entries other than title entry. Subject¹ entries are numbered in arabic, added² entries in roman figures. "Card number"³ is given at the lower right margin of

¹ Subject entries were not indicated, as a rule, on cards for books which at the time the card was printed were in un-reclassified sections of the Library (SAMPLE 5, p. 11), but most of these earlier cards have since been reprinted with subject headings supplied (SAMPLE 6, p. 11).

² Term "added entries" is used to cover all secondary entries except subject entries. Title entry has been regularly included in the added entries indicated only since January, 1912. (SAMPLES 1-4, p. 6, 9, 10.)

³ On cards printed before 1902 various experiments in numbering were tried. On many of these the card number is preceded by full date; on some card number only is given. All cards for which copy is prepared by the Catalogue Division of the Library of Congress are now numbered uniformly as shown in samples excepting those in the CA series covering temporary and provisional entries. Fifteen series of cards being printed from copy supplied by other U. S. libraries are distinguished by one or more letters prefixed to the card numbers; three other series printed for L. C. Map Division, L. C. Card Division, and American libraries (outside of D. C.) are distinguished in same way. The full list of current lettered series is as follows: A, Agr, BS, C, CA, CD, DO, E, ES, F, GS, H, L, Maps, PO, S, SD, SG, W, War. (SAMPLE f, p. 27.)

the card. Number preceding dash indicates year, number following dash indicates number of card in series for that year. L. C. class and book numbers are given near center of lower margin.¹ Cards are of the "standard" size, $7\frac{1}{2} \times 12\frac{1}{2}$ cm (about $2\frac{61}{64} \times 4\frac{59}{64}$ in.). Card stock is approximately 1/100 inch ($\frac{1}{4}$ mm.) thick and is of the best quality.

HANDBOOK, 5th ed., p. 14-19.

How Used for a Dictionary Catalog²

§2. As the card furnished by L. C. is a main entry card (SAMPLE 1, p. 6) when used for main entries, it needs merely to have the shelf marks for the book added at the upper left corner and checks or notes supplied as a means of tracing secondary entries.

If pseudonym or popular name of author is preferred to real name printed on the card and latter can not be readily changed to former, write preferred name above

¹ The "Dewey decimal" and "Cutter expansive" class marks are also given, by exception, on the special edition of cards for books listed in the A. L. A. Catalog (1904).

² No attempt will here be made to explain the elementary principles and terms of cataloging. A knowledge of such principles and terms will be assumed. Explanation of elementary processes in cataloging are given only in so far as the use of printed cards in place of manuscript cards affects these processes. Those who undertake to use the L. C. cards without having had special training in cataloging should study one or more of the following:

N. Y. State Library. Simplified library school rules. Latest ed. Bost., Library Bureau. \$1.25.

Catalog rules: Author and title entries, comp. by committees of the American Library Association and the British Library Association. Chicago, A. L. A. Publishing Board, 1908. \$1.00.

Hitchler, Theresa. Cataloging for small libraries. Revised ed. Chicago, A. L. A. Publishing Board, 1915. \$1.25.

Fellows, Jennie D. Cataloging rules. Revised and enlarged ed. N. Y., H. W. Wilson Co. [In press.]

in the same way that name is written above for heading of secondary entry (SAMPLE 3, p. 10), without explanation or with explanatory words added, *e. g.*, "pseud. of." It is recommended that author's name be thus changed on main card only.

If card received is for a different edition of the book (see p. 20, §8), change varying item neatly in hand printing or typewriting to fit the book, making such changes only as are absolutely necessary. Some public libraries use card unchanged in the case of fiction and popular works which have to be renewed frequently.

When used for secondary entries card must be adapted for such entries by adding at the top the required heading, usually in typewriting (SAMPLES 2-4, following).¹

ENGLISH LITERATURE - HIST. & CRIT.

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18½^{cm}

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.
Bateman, 1845—

i. Saintsbury, George Edward

tr. ii. Title.

Library of Congress

PR99.S4

11-19013

SAMPLE 2—SUBJECT ENTRY (GENERAL)

¹ Samples 2-8 are reduced to about three-fifths size. Sample 1, p. 6, is full size.

Saintsbury, George Edward Bateman, 1845- tr.

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18^{cm}.

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.
Bateman, 1845- tr. II. Title.

I. Saintsbury, George Edward

Library of Congress

PR99.S4

11-19013

SAMPLE 3—ADDED ENTRY FOR TRANSLATOR; SAME FORM WOULD BE USED FOR EDITOR OR JOINT AUTHOR

When used for analytics, *i. e.* for making entries for portions of a book, other slight changes in ms. are required (SAMPLES 5-7).

Essays on English literature.

Scherer, Edmond Henri Adolphe, 1815-1889.

Essays on English literature, by Edmond Scherer; tr. by George Saintsbury. New York, C. Scribner's sons, 1891.

xl, 309 p. front. (port.) 18^{cm}.

Selected from the author's "Études sur la littérature contemporaine" and placed in the order in which they occur in those volumes.

CONTENTS.—Introduction.—George Eliot—"Silas Marner."—John Stuart Mill.—Shakespeare.—George Eliot—"Daniel Deronda."—Taine's History of English literature.—Shakespeare and criticism.—Milton and "Paradise lost."—Laurence Sterne, or the humorist.—Wordsworth.—Thomas Carlyle.—"Endymion."—George Eliot.

1. English literature—Hist. & crit.
Bateman, 1845- tr. II. Title.

I. Saintsbury, George Edward

Library of Congress

PR99.S4

11-19013

SAMPLE 4—TITLE ENTRY

WRITING.**Nicoll, William Robertson, 1851-****Letters on life, by Claudius Clear [pseud.] New York, Dodd, Mead & company, 1901.**viii, 277 p. 20³/₄"

CONTENTS.—The art of life.—That literature is autobiography.—The art of conversation.—On the art of taking things coolly.—Vanity and its mortifications.—Some questions about holidays.—“When three stars came out.”—Midnight tea.—Firing out the fools.—“A fellow by the name of Rowan.”—Taking good men into confidence.—The sin of overwork.—Samuel.—How to remember and how to forget.—“R. S. V. P.”—Concerning order and method.—Should old letters be kept?—The secret of Mrs. Farfrae.—Brilliance.—On handwriting.—The happy life.—The man in the street.—The zest of life.—Good manners.—On growing old.—Broken-hearted.—The innermost room.

Library of Congress

2-16171

SAMPLE 5—SUBJECT ANALYTIC (ITEM ANALYZED PRINTED ON CARD)

It is recommended that subject headings be written in black capitals.

Heading for secondary entries shown on cards are three-fifths size only. If headings are supplied in handwriting, use disjoined library hand. If headings are too detailed, abbreviate or use different heading.

COLONIES.**Smith, Adam, 1723-1790.**

An inquiry into the nature and causes of the wealth of nations, by Adam Smith, LL. D. Ed. by James E. Thorold Rogers ... 2d ed. Oxford, Clarendon press, 1880.

2 v. front. (port.) 23"

"Of colonies," v.2, p.134-225.

1. Economics. 1. Rogers, James Edwin Thorold, 1823-1890, ed.

Library of Congress

HB161.S63

2-19692

----- Copy 2.

1a16s18b21

SAMPLE 6—SUBJECT ANALYTIC (ITEM ANALYZED INDICATED BY MS. NOTE)

Funes, Gregorio, 1749-1830.

U. S. President, 1817-1825 (Monroe) ... Message
from the President ... 1818. (Card 2)

The reports of T. Bland, the third member of the commission, together with other documents concerning South American affairs, are issued as House doc. 48, 15th Cong., 2d sess.

"Historical sketch of the revolution of the United Provinces of South America, from the 25th of May, 1810, until the opening of the National congress, on the 25th of March, 1816, written by Dr. Gregorio Funes": p. 46-96.

(15th Cong., 2d sess. House doc. 2; no. 17 of Congressional series)

i. Rodney, Caesar Augustus, 1772-1824. ii. Graham, John, 1774-1820.
iii. Funes, Gregorio, 1749-1830.

Library of Congress

6-13945

SAMPLE 7—AUTHOR ANALYTIC (ONE CARD IN A CONTINUED ENTRY USED SEPARATELY; ADDITION IN MS.)

Some of the headings for subject entries printed on the cards may be judged too detailed for the catalog of a small library. In such cases an abbreviated heading or a different heading may be used.

HANDBOOK, 5th ed., p. 20-30.

———1*

How Used for Shelflists and Systematic Catalogs and Bibliographies

§3. SAMPLE 8 shows card adapted for a systematic catalog or shelflist by supplying "Dewey decimal" class

331

W45

Webb, Sidney, 1859-

Industrial democracy, by Sidney and Beatrice Webb. New ed. in two volumes bound in one. (4th impression. 5th thousand.) London, New York, and Bombay, Longmans, Green and co., 1902.

lxi, 929, (1) p. incl. tables. fold. diagr. 22^{cm}

Bibliography: p. (879)-900.

CONTENTS.—pt. 1. Trade union structures.—pt. 2. Trade union function.—pt. 3. Trade union theory.—Appendices.

1. Trade-unions. I. Webb, Beatrice (Potter) "Mrs. Sidney Webb," joint author. II. Title.

Library of Congress

3-1444/4

SAMPLE 8—SHELFLIST CARD (CARD FOR BOOK IN A. L. A. CATALOG)

number and "Cutter" book number. Card used in a systematic bibliography arranged according to the Decimal system would differ only in omission of book number. Specialists who have not found a satisfactory scheme for classifying their bibliographic material may find it advantageous to compile a dictionary bibliography in the way described in §2. Although not yet completed and lacking a general index, the new classification of the Library of Congress is a good scheme for systematic bibliographies, with the advantage that L. C. cards included may be arranged mechanically by the class marks printed on the cards.¹

HANDBOOK, 5th ed., p. 30-31.

¹ For list and prices of the schedules thus far printed see Handbook, 5th ed., p. 96-97, or apply to Librarian of Congress.

Scope and Fullness of the Stock of Cards

§4. The Library of Congress has been printing cards for its accessions of books copyrighted in U. S. A., since July, 1898, and for its other accessions, since January, 1901. The work of recataloging the entire collection with printed cards was also begun in 1901. *All classes of books are now wholly or substantially recataloged and within the scope of the stock of printed cards except those in the partly or wholly unrecataloged classes named below:*

PARTLY UNRECATALOGED

*Biography, Law, Language, Literature, Military
Science, Music*

Biography.

A small residue of both individual and collective biographies remains to be recataloged.

Law.

The general treatises relating to American and English law in the Law Library at the Capitol, comprising most of the treatises which are used currently by lawyers, are now entirely covered by printed cards. The collection of older treatises stored at L. C. is in process of recataloging. It is probable that compilations of state laws and treatises relating to the laws and legal procedure of the several states will next be taken up, and, following those, the reports of the United States and state courts. It is uncertain when the books on foreign law will be recataloged.

Language.

All books relating to language have been recataloged and are covered by printed cards excepting those relating to African languages and American (Indian) languages.

Literature.

The bulk of the books in this class have been recataloged, but the following subclasses remain unfinished. Those marked with an asterisk are nearly finished. Work on the others has either not been started or is less than half done.

*English literature: Elizabethan period.

*English literature: Nineteenth and twentieth centuries.

*Spanish literature.

Greek literature.

Latin literature.

Portuguese literature.

Russian literature.

Military Science.

In process of recataloging.

Music.

Works relating wholly or principally to the history and theory of music are covered by printed cards in stock. Sheet music and publications composed wholly or largely of musical scores, with or without words, have not been covered and it is uncertain when, if at all, cards will be printed for these.

Cards have been printed by exception for a few popular works of music, chiefly those listed in The Booklist.

WHOLLY UNRECATALOGED

Religion.

The recataloging of religion has not been begun. Several years will be required to complete this class.

It should be kept in mind that books in the above-named classes which were copyrighted in U. S. A. after 1898, or published in U. S. A. or abroad after 1901, *are within the scope of the stock.*

Libraries intending to recatalog their collections with L. C. cards should arrange to recatalog first the classes which are now entirely within the scope of the stock.

The stock of cards now covers about 850,000 titles. It is relatively complete in all classes for books* which were copyrighted in U. S. A. For books not copyrighted in U. S. A. the stock is very complete in Bibliography and American history. In other classes it is fairly complete for books in English, but is quite incomplete for books in foreign languages.

HANDBOOK, 5th ed., p. 7-13.

Subscriber's Card

§5. Standing directions or specifications as to orders are given on a subscriber's card, SAMPLE *a*. On this

Arizona University Library, Tucson, Ariz.		261 Arizona U	
Number of cards wanted for each title or card number in the order, except when otherwise indicated on order slips or sheets.	Variations in edition accepted in every case, unless exception is made by affixing note "This ed. only." a) Date of publication different. b) Edition different in number or form. c) Publishers reversed. d) Publisher different. e) Variation in editor. f) Variation in translator.	Orders are to be held on temporary slips when the check is <i>Out, C, or R.</i>	Other standing requests
2sal		Date Nov. 16, 1920	Signature: _____
{ Subscriber's Card. }		E----- L----- (OVER)	

SAMPLE *a*—SUBSCRIBER'S CARD

form number of copies of each card wanted is indicated in first column, variations in edition accepted in second column, directions as to holding orders for cards that

are to be printed later in third column. The address under which cards should be shipped is given by the subscriber at upper left corner. Subscriber's number and abbreviated name is supplied by L. C. at upper right corner. It is not practicable to assign subscriber's number until after first order is received, but a temporary subscriber's card to be used with first order is supplied on request. It is not necessary, however, to obtain this temporary subscriber's card before sending in first order, provided that the number of cards wanted is plainly indicated for each item or is indicated in a note, *e. g.*, "Send enough cards for all the entries in a dictionary catalog, including title entry for each book, and one additional card for shelflist." After first order is filled a supply of subscriber's cards is sent. These are to be filled out and used according to directions printed on back. They are to be used over and over until worn out. Additional copies are supplied on request. The facts given on subscriber's card must be known before an order can be properly filled. Subscriber's card should be prefixed to every order submitted, even tho abbreviated specifications are given on each order slip and sheet (see §6) as these condensed specifications sometimes need to be supplemented.

HANDBOOK, 5th ed., p. 32-34.

Repeating on Each Order Slip the Directions or Specifications Given on Subscriber's Card

§6. Owing to the fact that the catalog in which most of the searching is done now contains over a million entries and that the stock of cards occupies about 13,000 square feet of floor space on four different levels, it is not economical to handle small orders separately. Most small orders must hereafter be handled in combination in spite of the considerable cost of combining them and resorting after the cards are drawn. Subscribers who send in orders containing less than 50 items are urged to put their orders on slips whenever practicable and to stamp or print at the bottom of each slip number and name of library and abbreviated specifications as to the order, taken from subscriber's card.¹ It is believed that most libraries that order by author and title on slips would do well to adopt the practice of printing or stamping at the bottom of all slips used these essential items. They are given in approved form at the bottom of *SAMPLE c*, p. 23. (See also §7, §8, §12.)

HANDBOOK, 5th ed., p. 42.

Indicating Number of Cards Wanted

§7. Some catalogers examine the book before ordering cards and indicate by a number placed on the order the exact number of copies of each card desired. *SAMPLE b*, p. 22. A few order a fixed number of copies and then use typewritten entries for the others or obtain additional cards from L. C. by reordering. But the great majority of libraries take advantage of the fact that the

¹ Chiefly as a reminder that orders containing less than 50 items should be placed on slips, one item to the slip, with all essential facts as to the order given, an extra charge of 1/5c per item will be made after January 1, 1921, on such small orders that are not in approved form.

secondary entries used in the dictionary catalogs at L. C. are usually indicated on the cards and designate the number of copies desired by a "formula."

In these formulas, *s* stands for "one card for each of the subject entries indicated on the card," *a* for "one card for each of the added entries indicated on the card," *t* for "one card for title entry when not included in the added entries indicated." Number following *s* is alternative for *s* when no subject entries are indicated. Number following *a* is alternative for *a* when *s* is not included in the formula or has its own alternative, but number following *sa* is alternative for both *s* and *a*.

1sa = Send one card, plus one card for each subject and added entry indicated on the card.

1sa1 = Send one card, plus one card for each subject and added entry indicated; if neither subject nor added entry is indicated, add one card.

1sat = Send one card plus one card for each subject and added entry; if title entry is not included in added entries indicated, add one card.

Formula 1sa is the simplest and is likely to prove satisfactory in the case of orders made up entirely of new books in classes which are within the scope of the stock. When all of the older cards are reprinted with the necessary secondary entries indicated it will be the best formula for libraries that follow the L. C. practice of making an added title entry, as a rule, only for the more striking or memorable titles.

For general use at present the formulas 1sa1 and 1sat are recommended. Formula 1sa1 is preferred by subscribers that follow the L. C. practice as to title entry, formula 1sat is preferred by those that desire to make title entry for nearly every book. Both formulas insure that at least two cards will be received and that no more than two will be received for works of fiction by one author, that have not been edited or translated.

Formulas indicating number of cards wanted are given in left column of subscriber's card, at upper right corner of slips (according to the old method), or at lower corner when number of cards wanted is printed or stamped at bottom as last item in the condensed specifications. Number or formula given on individual slips is given precedence of the more general indications on subscriber's card. If the formula ordinarily used is stamped at the bottom of a slip and it is desired to order a different number of cards for a particular title, strike thru the regular formula and give after it the desired number or formula.

HANDBOOK, 5th ed., p. 36-41.

Variations in Edition

§8. When cards are ordered by author and title for an edition of a work that differs from any covered by L. C. cards, the question arises whether the variation in edition exhibited by the L. C. card that varies least can be accepted. In second column of subscriber's card, the usual variations in edition are listed. Subscribers are expected to strike through those that can not be accepted thereby indicating those that will be accepted.

Many public libraries accept all the variations listed. The intention always is to send the best card within the variations allowed and not to send card at all unless the variations on it are well within those allowed.

In indicating variations accepted on individual slips or sheets in an order (see §6) indicate those accepted by the letters designating the several variations as listed on subscriber's card, for example: a-f; a, c, d; a, c-f. If all are accepted down to that designated by a given letter it is sufficient to give that letter, with a dash prefixed, example: -f. (SAMPLE c, p. 23.)

HANDBOOK, 5th ed., p. 32-33, 56-57.

Other Suggestions as to Ordering

§9. Slips used for orders should be of about the same size as the L. C. cards. They should be cut from cheap paper. Backs of waste cards (with matter on front canceled) are satisfactory. Sheets used for orders may be of any size desired up to 8 x 14 inches.

Orders by author and title on slips, one title to the slip (SAMPLES *b, c*, p. 22, 23), are as a rule the best form of order for smaller libraries.

Orders by author and title in the form of sheets containing more than one title should be used, as a rule, only when it is practicable to make use of copies of lists prepared for other purposes, *e. g.*, as orders for books (SAMPLE *d*, p. 24). Some libraries use duplicates of book order sheets and order cards for the books when they order the books so that cards will be on hand when books arrive.

In recataloging make use whenever practicable of entries already existing, *e. g.*, old ms. catalog or shelf-list cards, entries clipped from printed catalogs and pasted on cards, etc.

If order is by number and contains 50 items or more, it should ordinarily be put on sheets (SAMPLE *f*, p. 27), otherwise on slips, one number to the slip (SAMPLE *e*, p. 25).

HANDBOOK, 5th ed., p. 34-36, 56.

How to Order by Author and Title

§10. SAMPLE *b* shows the simplest¹ form of handwritten author-and-title order slip.² Give author's name

2

Gibson, Chas.
Among French inns.
 B., Page, 1906 cp (Little
 pilgrimages)

1265 SANTA BARBARA CAL

SAMPLE *b*—AUTHOR AND TITLE ORDER SLIP—ONE TITLE TO THE
 SLIP—HANDWRITTEN

in full as found on title-page or in list and *write surname with extra care*. Ordinary abbreviations for given names may be used. Title of book may be shortened, but first word (articles excepted) should never be omitted. Abbreviate place and publisher. Never omit date. If no date is given, write *n. d.* If edition is other than first, indicate this after title. If publication is in a series be sure to give series note. If book contains claim of copyright in U. S. A., add *c* to date, followed by *a* if copyright is claimed by author, by *p* if claimed by publisher. If copyright is claimed by other than author or pub-

¹ This form of order slip is satisfactory for large orders. For smaller orders, form shown in SAMPLE *c* is to be preferred, ordinarily.

² All facsimiles of order slips shown below are reduced to about three-fifths size.

lisher, name of claimant may be given after *c* or supplied later if requested by L. C. Indicate number of cards wanted very plainly at upper or lower right corner unless order contains more than 50 titles and number wanted is indicated on subscriber's card (see p. 16-17). Do not use the library hand in writing order slips. Cultivate the habit of making out the slips easily, quickly and legibly.

Michigan. State board of health.

Quarter-century of public-health literature in Michigan. By Thomas S. Ainge. (From Report of Secretary of State Board of Health, 1907) Lansing, 1898.

wk 52

9 BAY CITY MICH -f -R lsal

SAMPLE *c*—AUTHOR AND TITLE ORDER SLIP—ONE TITLE TO THE SLIP—TYPEWRITTEN

SAMPLE *c* shows a typewritten order slip with entry under a corporate author made out in the same way as SAMPLE *b*, except that the symbols indicating variation in edition, when orders may be held, and number of cards wanted are given on the assumption that this slip forms part of an order containing less than 50 items, or that the subscriber has adopted this form as standard for all orders. The addition of week number near right margin shows that this library elects to have its own order slip held till wk. 52 for cards that are not in process of printing or reprinting, instead of having it held on L. C.'s temporary slip (see §12, p. 28-29).

- 3 Bryce, Jas. Promoting good citizenship.
Bost., Houghton, 1913. (Riverside lit.
ser.)
- 4 Cooper, Jas. F. Cruise of the Somers.
N. Y., Winchester, 1844.
- 4 Gt. Brit. Board of trade--Wages--Textile
trades. Return. L., Eyre & S., 1889.
(Papers by command C5807.)
- 2 Green, John R. Hist. of English people.
8 v. N. Y., Macmillan, 1905.
- 6 Holst, Hermann, E. von. Const. & pol. hist.
of U. S. Chic., Callaghan, 1881-1892.
- 2 Jusserand, J. Hist. abrégée de la lit.
anglaise. Paris, Delagrave, 1896.
- 2 Merzbacher, Gottfried. The central Tian-
Shan mountains 1902-1903. L., Murray,
1905.
- 2 Montgomery, David H. Leading facts of Amer.
hist. Bost., Ginn, 1895.
- 2 Roosevelt, Theod. History as literature.
N. Y., Scribner, 1913.
- 8 Root, Elihu. Addresses on govt. and
citizenship, ed. by Robt. Bacon & J. B.
Scott. Camb., Harvard U., 1916.
- 3 U. S. 58th Cong., 3d sess. Statue of Miss
Frances E. Willard erected in Statuary
Hall of the Capitol. Proceedings. Wash.,
G. P. O., 1905.
- 4 Wilson, Woodrow. Congressional government.
12th ed. Bost., Houghton, 1896.
- 7 Wisconsin. State hist. soc. Library.
The Preston and Virginia papers of the
Draper collection of manuscripts.
Madison, The Society, 1915. (Pubs. of
soc. Calendar ser. v. 1.)

131 SYRACUSE U

SAMPLE *d*—AUTHOR AND TITLE ORDER—MORE THAN ONE
TITLE ON SHEET—NUMBER PREFIXED TO EACH TITLE
TO INDICATE NUMBER OF CARDS WANTED.

SAMPLE *d* shows an order by author and title on sheets. Such orders should contain all the facts as to each title that are given in author and title orders on slips. Number of cards wanted, if specifically indicated on the order, should be indicated at left margin as shown. If number wanted is indicated in this way for but part of the titles, it will be understood that the rest are covered by the more general indication on subscriber's card.

All orders by author and title should be arranged alphabetically like entries in an alphabetical catalog. If not so arranged, an extra charge is made to cover the cost of rearrangement. SAMPLE *d* shows correct arrangement of entries in an author and title order on sheets. Entries on slips should be arranged in same order.

HANDBOOK, 5th ed., p. 43-48.

How to Order by Card Number

§11. Ordering by card number is the most satisfactory method *provided* that the numbers can be obtained without much searching. SAMPLE *e* shows the correct form

5-6480/4

16 HARTFORD CONN

SAMPLE *e*—ORDER BY CARD NUMBER—ONE NUMBER TO THE SLIP

of order slip. Number following the slanting line indicates the number of copies wanted. If number of copies wanted is indicated on subscriber's card (see §5, 7), and subscriber does not care to repeat the indication on each slip, *slant line and number following it are of course omitted*. The L. C. card numbers can be obtained from: (1) Depository sets of the L. C. cards; (2) Proofsheets of L. C. cards; (3) Traveling catalogs; (4) Current booklists and book-trade catalogs, viz: "The Booklist," "A. L. A. Catalog (supplement) 1904-11," "A. L. A. Catalog (supplement) 1912-21 (in preparation)," "Cumulative book index," "United States catalog," "United States Catalog. Supplements," "Book review digest," "Monthly catalogue U. S. public documents," "Monthly list of State publications," "Best books" (annual, N. Y. State Library), "Catalogue of copyrighted entries, Part 1," "List of books for high school libraries" (U. S. Bureau of Education, Bulletin 1917, 41).

Correct form of order by card number on sheet filled with numbers is shown by SAMPLE *f*,¹ p. 27. Number of cards wanted is supposed to be indicated on subscriber's card.

If desired, however, number of cards wanted may be indicated after any or all of the numbers with a slant line between the two. SAMPLE *e*, p. 25. Such specific indication on the order is understood to have the preference over the more general indication on subscriber's card.

HANDBOOK, 5th ed., p. 47-52.

¹ This sample also contains a sample of every series of cards in the stock at L. C.

C-71	4-251	BS13-2
C-104	4-33058	BS13-5
D-175	GS4-15	D013-16
D-296	GS4-40	D013-39
F-198	5-9806	ES13-24
F-337	5-10140	ES13-89
G-62	CA5-124	S13-11
G-1042	CA5-1564	S13-154
It-136	W5-2	14-21
It-271	W5-13	14-30054
Music-12	6-4580	HL4-6
Music-63	6-35240	HL4-15
Rc-41	7-15280	15-85
Rc-351	7-29184	15-26920
Z-24	War7-84	C15-3
Z-227	War7-139	C15-12
98-203	8-256	SD15-1
98-2322	8-14123	SD15-5
Sept7-98-2	E8-16	16-6300
99-213	E8-155	16-27500
99-5158	9-2600	CD16-28
Oct26-99-83	9-35154	CD16-195
O-418	10-415	SG16-14
O-6882	10-15502	SG16-270
Dec27-00-24	A10-14	17-485
12-00-8	A10-758	17-27520
12-00-278	F10-6	P017-17
1-1904	F10-13	18-45
1-31284	11-3777	18-26000
Maps1-6	11-25189	19-25807
2-9576	L11-14	20-17802
2-27124	L11-40	21-5440
Agr2-19	12-4786	21-12967
Agr2-142	12-35287	A21-235
3-2400	13-481	Agr21-284
3-7025	13-19846	War21-53

363 Chicago U.

SAMPLE *f*—ORDER BY CARD NUMBER—SHEET FILLED WITH
NUMBERS

Orders Held; Explanatory Checks

§12. The great majority of the cards currently ordered are in stock and are shipped at once; remaining titles in the orders submitted are dealt with essentially as follows: When a card is ordered which is in process of printing or reprinting, a check is given to the ordering library to indicate why card is not sent and when it will be sent and the order is noted on a slip in the Card Division and held as a matter of course, *unless* ordering library has indicated in third column of its subscriber's card that it can not wait for cards in process of printing. The checks used on orders thus held are as follows:

Out = "Out of print; cards will be sent within three weeks, usually."

C = "Book received by copyright; cards will be sent within three weeks, usually."

R = "Book received by purchase; cards will usually be sent within four weeks if book is in English, within six weeks if in foreign language."

In order that libraries which care to wait may eventually obtain cards for books not yet recataloged or not yet received by L. C., other checks are used to indicate

to ordering library what prospect it has of obtaining cards, viz :

- On = Book ordered in North America.
- Oe = Book ordered in Europe.
- Rc = Book recommended for purchase.
- Rd = Book in L. C. but printing of card may be delayed as much as a year.
- Rdl = Book in L. C. but printing of card may be delayed five years or more.
- P = Book being considered for purchase.
- Cl = Book reported copyrighted; claim now being investigated.
- C? = Does the book contain copyright claim? If so, please quote it and case will be investigated.
- D = Doubtful; chances not good.
- N = No report; your entry so incomplete that we can not judge.
- Np = No prospect.

In the case of titles checked with any of the checks named directly above except the last four, ordering library may have order held either on L. C's. record slip according to Handbook, 5th ed., p. 66, or by having its own slip held according to Handbook, 5th ed., p. 67-68.

Check *N* is final unless subscriber supplies further facts as to the book.

Check *Np* is absolutely final and order will not be held even tho subscriber is willing to wait indefinitely.

HANDBOOK, 5th ed., p. 65-75.

Orders by Series

§13. Orders for cards for publications in series can be given in a note, *e. g.*, "Please send this library 2s1a copies of each analytical card for N. Y. State Library bulletin, Bibliography, from no. 1 to date, and file standing order covering new issues in the series; send also 1sa copies of main series card."

Libraries which submit a considerable number of standing orders by series will find it worth while, however, to adopt the form of series order slip shown below (SAMPLE *f*). (See also Bulletins 16-19, 3d ed.).

N. Y. State Library.

Bulletin, Bibliography.

1--

Standing series order

Analytics/2s1a
Series Card/1sa

34 Minn U

SAMPLE *f*—ORDER BY SERIES

Bulletins 16-19 and its supplements contain a list of over 3,500 series, including many series of publications of universities and learned societies, for which cards are in stock. Special attention is called to the sets of cards for publications of the U. S. Department of Agriculture, the U. S. Geological Survey, the U. S. Bureau of Education, the Smithsonian Institution and the National Museum described in Bulletins 14, 15, 21, 23.

HANDBOOK, 5th ed., p. 52-54.

Orders by Subject

§14. Current cards may be ordered on any well-defined topic. Cards already in stock may be ordered on any topic which is brought out in the subject catalogs of the Library of Congress. If desired, the order may be made a standing order to cover cards issued hereafter on the topic. Orders may be restricted quantitatively in various ways, *e. g.*, "All cards for books on forestry published since 1900"; but they should not be restricted qualitatively, *e. g.*, "Cards for the more important books on forestry." Orders may be given in a letter or note, *e. g.*

"Please send me one copy of each card printed hereafter for current books on American genealogy, including local histories and biographies which contain any considerable amount of genealogical material."

The price of first copy of cards ordered by subject varies with the amount of work required in selecting the cards. The usual price is 3c. a card. If order calls for from 10,000 to 100,000 cards the price tends to vary from 3c. to 2c. Price can be quoted only after scope of the order has been defined.

On application a printed form will be supplied by the Card Division to be used in making out a subject order, but use of this form is optional. Those desiring to place subject orders on a number of related topics, *e. g.* for subclasses in Bibliography, can sometimes define what they want most satisfactorily by referring to subclasses in the schedules of the Library of Congress thus far printed. (For list of these schedules see Handbook, 5th ed., p. 96-97).

HANDBOOK, 5th ed., p. 78.

Subscription to Proofsheets

§15. Before the catalog cards are printed, proofsheets are struck off, each strip containing five titles, usually. These proofsheets are sold in complete sets at an annual subscription price of \$30. The entries on the proofsheets are classified, and it is possible to subscribe to any class at the price of 1c. per strip. An estimate of the number of proofsheets printed annually in any class will be furnished on request. The classes at present are:

- American history and description.
- Bibliography (including library science).
- Education.
- Fiction (English).
- Fine arts.
- General works.
- Geography and anthropology.
- History and description (except American).
- Law.
- Literature and language.
- Medicine.
- Military and naval science.
- Music.
- Philosophy and religion.
- Plant and animal industry.
- Reference cards.
- Science.
- Slavica.
- Social sciences.
- Technology.
- Titles from American Libraries.
- Titles from L. C. Card Division.
- Titles from L. C. Division of Maps.
- Titles from Smithsonian Institution.
- Titles from U. S. Bureau of Education.
- Titles from U. S. Bureau of Fisheries.
- Titles from U. S. Dept. of Labor.
- Titles from U. S. Dept. of Agriculture.
- Titles from U. S. Engineer School.
- Titles from U. S. Geological Survey.
- Titles from U. S. Patent Office.
- Titles from U. S. Surgeon-General's Library.
- Titles from U. S. War Department.
- Titles from Washington, D. C., Public Library.

Price of Cards

§16. The price of cards varies, chiefly according to the amount of work required in selecting and shipping the cards. The variation affects only the "first copy" of each card supplied in a shipment.

The price of each copy after the "first" is \$.013.

If cards are ordered by card number, the price of "first" copy is \$.025.

If the order is by author and title, the price of the first card, including a charge of \$.015 for searching to obtain the card number, is \$.04, provided that the order is in satisfactory form. If facts essential to the ready identification of the book for which cards are wanted are missing, or if order is not in approved form and correctly arranged, slight extra charges are made.

The average cost per book of the cards required for a dictionary catalog, averaging 3 cards to the book, varies from \$.051 to about \$.08, according to method of ordering.

If cards are ordered for a complete series of publications, price of the first copy is usually \$.025, but in the case of certain complete series issued by the Department of Agriculture, Bureau of Education, Smithsonian Institution and National Museum (see Bulletins 14, 21, 23), the price of first copy is \$.02.

The price of first copy of cards ordered by subject varies with the amount of work required in selecting the cards. The usual price is \$.03 per card. Price can be quoted only after scope of the order has been defined.

HANDBOOK, 5th ed., p. 58-60.

Cards are sent under frank to libraries in U. S. A. (and its colonial possessions), Canada, and Mexico. The charge for postage to foreign countries within the Postal Union is 8c. per lb. (about 5c. per 100 cards). Franks are supplied which may be used in lieu of postage on orders sent in by subscribers in U. S. A. (and its colonial possessions).

Method of Payment

§17. Public libraries and libraries of nationally known and well established societies and institutions can pay for cards by advance deposit or on bills rendered, as preferred.

Other institutions and individuals and firms are required to pay in advance. If exact price of cards desired is known, amount should accompany order. When approximate cost of the cards is known and it is desired to receive current cards in continuation of the order, an amount sufficient to pay the cost of cards in stock plus the cost of the current cards for at least three months should accompany the order. In all other cases cost of cards should be ascertained before remittance is sent.

Each remittance should be accompanied by a letter or note which will fully identify the remitter. Remittances should not be enclosed in packages of order slips. All checks and money orders should be made payable to "The Librarian of Congress."

Bills are sent after the close of each month, except when the charges for the month are less than \$5 or when for other reason it is desirable to defer sending bill till the close of a later month.

HANDBOOK, 5th ed., p. 61.

Card Distribution Work of the Library of Congress

§18. The work is in part, at least, the outcome of the efforts and experiments of the American Library Association in cooperative cataloging which began with the organization of the association in 1876.

The printing and storing of cards was begun in 1898, and in 1901, with the indorsement of the American Library Association collectively, and with the cordial support of its members individually, the work of distribution was begun.

The number of libraries, institutions, and individuals subscribing to cards has steadily increased from about 200 in 1901 to about 3,000 in 1921. About 550 individuals and firms are now ordering the cards, chiefly for bibliographical purposes. The remainder of the subscribers are libraries, ordering the cards chiefly for use in cataloging. The returns to the U. S. Government from the sale of cards have increased from about \$4,000 in the fiscal year 1901-02 to about \$90,000 in the fiscal year 1920-21. This amount practically covers the cost of the cards, the cost of storage, and the salaries of the fifty assistants engaged in distributing them. Taking into account the great utility of the card distributing plant to the other work of the Library, it can fairly be said that the service to outside libraries is self-supporting.

The work seems now well established as an important item in American library economy.

Publications of the Card Division

§19. The fifth edition of the Handbook of card distribution entirely supersedes previous editions. It also supersedes several of the Bulletins of the Card Division. The Bulletins which now need to be consulted are the following. The latest edition is always supplied.

Bulletin 5. Special sets, 1-2. (Analytics for "Die Natürlichen pflanzenfamilien" and "Das Pflanzenreich").

Bulletin 7. Catalogs, classification and card distribution work of the Library of Congress.

Bulletin 9. Special sets, 3-5. (Analytics for "Annales de la science agronomique," "Landwirtschaftliche jahrbücher," and "Die Landwirtschaftlichen versuchsstationen".)

Bulletin 10. Traveling catalogs.

Bulletin 13. Cards for government documents.

Bulletin 14. Cards for publications of the U. S. Department of Agriculture.

Bulletin 15. Cards for publications of the U. S. Geological Survey and the state surveys.

Bulletins 16-19. Combined ed. List of series of publications for which cards are in stock; method of ordering by series.

Bulletin 20. Cards for books and pamphlets printed in America before 1821.

Bulletin 21. Cards for publications of U. S. Bureau of Education, cards for the literature of education.

Bulletin 22. Table of old and new card numbers.

Bulletin 23. Cards for publications of the Smithsonian Institution and the U. S. National Museum.

Bulletin 24. Cards for publications relating to medicine.

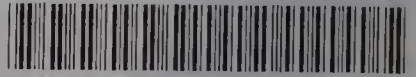
Bulletin 25. Subject orders. (In preparation)

HANDBOOK, 5th ed., p. 99-100.

CARD DIVISION—LIBRARY OF CONGRESS



LIBRARY OF CONGRESS



0 040 055 355 5